

Solicitation Number: 05-0001-33
**Technical, Programmatic and Engineering Support Services for the Office of Naval
Research Electronic Warfare S&T Office (ONR 313)**

The statement of work, order information, proposal submission requirements, and evaluation information are set forth below. Proposals from holders of ONR Multiple Award Contracts (MATOC) for support services under CLIN 0001 – Technical, Programmatic, and Engineering Support Services are due by 2:00 PM (local), 02 September 2005.

1.0 Background

The Office of Naval Research (ONR), Information, Electronics and Surveillance Science and Technology (S&T) Department, Surveillance, Communications and Electronic Warfare Division (Code 313), manages S&T programs in surveillance, communications, electronic warfare and navigation. This solicitation specifically addresses the Electronic Warfare (EW) S&T program area.

The EW technology area is broad in scope, encompassing a wide range of scientific disciplines – physics, mathematics, electrical and communications engineering, computer science, chemistry, and materials science. Electronic Warfare as a military discipline is highly specialized and associated technology projects are focused on developing detection/location capabilities and countermeasures to current and emerging weapon and communications systems which are controlled by, or depend on, exploitation of the electromagnetic spectrum. EW also includes related information systems technologies to expand situational awareness and enhance combat identification.

The ONR 313EW management responsibilities encompass 6.2 (exploratory research) and 6.3 (advanced development) EW S&T programs through the ONR Discovery & Invention (D&I) and Future Naval Capabilities (FNC) technology development processes, and some 6.4 (systems development) EW related programs. ONR 313EW also provides the technical management and oversight of EW related Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs. ONR 313EW participates in the Defense Reliance S&T program planning and coordination through the joint service Technology Panel for EW (TPEW), one of several technology coordinating panels overseen by the Deputy Under Secretary of Defense for S&T (DUSD(S&T)). ONR 313EW also participates in The Technical Cooperation Program (TTCP), an international organization that collaborates in defense S&T information exchange and shared research activities for five nations (Australia, Canada, New Zealand, the United Kingdom, and the United States).

2.0 Statement of Work

2.1 Objective

The contractor shall provide programmatic, technical, and administrative support to ONR 313EW in identifying and developing EW technology that will increase the Navy and Marine Corps warfighting capability and provide the ability for US Forces to control the electromagnetic spectrum. The contractor shall assist ONR 313EW in the development, planning, management, and oversight of specific D&I and FNC projects as well as provide liaison with multiple government agencies to maximize opportunities for technology transition, including Navy Systems Command (SYSCOM) Research, Development, Test and Evaluation (RDT&E) managers for system/subsystem development, production and deployment. The contractor shall also provide support to ONR 313EW participation in the

TPEW, TTCP, and any other joint service or multi-national coordination and cooperation efforts that are deemed necessary in supporting the ONR 313EW mission..

2.2 Scope

The contractor shall provide the following services:

Programmatic Management Support - The contractor shall assist ONR 313EW with the implementation of long-term vision, provide assistance in planning, documenting and reporting, and perform day-to-day technology development oversight, technical tracking support, and transition planning and coordination. Knowledge and use of ONR's internal funds initiation/execution/tracking program (INRIS/NAVRIS) to perform budgeting, tracking and reporting of ONR 313EW project funding profiles shall be an essential support function required for financial program management support tasks. The Contractor shall also assist in the related processes of creating, reviewing, editing, and submitting programmatic documentation and responses to information requests for both internal ONR and external (Congress, OSD, OPNAV, SECNAV, CNO) review.

Technical Oversight and Consultation Support – The contractor shall contribute to the ONR 313EW collaborative effort among academic, commercial, and government experts. The contractor shall provide assessments on radio frequency (RF) and electro-optical / infrared (EO/IR) emerging technology trends, integrated EW technologies such as multi-mode (mixed RF and EO/IR) systems, network-enabled capabilities, hardkill/softkill integration, and modeling and simulation techniques. The contractor shall also provide technical and programmatic feasibility studies, technical analysis, and modeling and simulation analysis of technology capabilities. This support will predominantly focus on the applicability and cost of developing promising technologies in the EW mission area. The contractor shall assist and support ONR program officers in developing S&T plans and future capability requirements and capability gaps related to the Department of the Navy's Naval Power 21 future warfighting vision and the individual pillars of Sea Strike, Sea Shield, and Forcenet.

Direct D&I and FNC Project Support – As directed, the contractor will act as the ONR 313EW representative providing direct management and technical review of all aspects of an assigned D&I or FNC project within the guidelines specified by ONR 313EW. This includes the preparation of all project documentation, program planning support, technology transition planning, monitoring of the day to day project status and overall schedule and budget, liaison support with Resource and Acquisition Sponsors, system technical analysis and documentation, test planning, performance assessment, and program briefings.

2.3 Technical Tasks/Requirements

The contractor shall provide technical and engineering support services to ONR 313EW supported S&T programs and systems with specific technical competencies as follows:

- a. Assist with the formulation and refinement of plans and programs for EW technology development in the ONR 6.2 and 6.3 RDT&E programs and also in planning the future ONR FNC and D&I Programs. This includes the periodic update of FNC Execution Plans, Technology Transition Agreements (TTAs) and EW roadmaps.
- b. Represent ONR 313EW at selected meetings and briefings.
- c. Assist ONR in planning, organizing, executing, and assessing the results of the comprehensive annual S&T Technical Program Review.

- d. Participate in reviewing ongoing research projects for relevance to Naval missions, technical integrity, and transition potential. Also review progress and technical reports and provide expert analysis and commentary.
- e. Contribute towards the preparation of technical memoranda, project plans, periodic progress reports, development of the system/test/demonstration architectures, and annual Research and Development Descriptive Summaries (R-2s).
- f. Assist with the development of detailed plans and programs for new start candidates in the EW S&T program; and assist in Small Business evaluations and program assessments.
- g. Assist the Program Officer/Manager in technical project planning and coordination with other services and agencies including the U.S. Army, Air Force, Coast Guard, Defense Advanced Research Projects Agency, and other Government Agencies.
- h. Provide office continuity during periods of absence of either the EW Program Manager or EW Program Officer.
- i. Organize, maintain, and track Program Office documentation, both classified and unclassified.
- j. Provide coordination between the Office of Naval Research, the Naval Research Laboratory, and EW related field activities with the various EW acquisition program offices to promote awareness of technology developments and facilitate transfer thereof into acquisition programs.
- k. As directed, provide oversight of D&I or FNC day to day project management to include schedule, budget, and all administrative functions.
- l. Provide ONR-31 Program Officers and Division/Department Managers assistance and support in preparing and drafting analyses, presentations, testimonies, speeches, and reports relative to project and program management goals, objectives, and results (examples: Defense Technology Area Plans (DTAP), Defense Technology Objectives (DTO's)).
- m. Assist Principal Investigators to ensure the timely and accurate submission of FNC Monthly Progress Reports (MPRs) and their subsequent delivery to the FNC management staff.
- n. As required, provide support for TPEW and TTCP related functions.
- o. As directed, conduct technical analysis, feasibility studies, and modeling and simulation of EW technologies.
- p. As directed, develop test plans and organize the conduct of EW test demonstrations.

2.4 Reports Data and Other Deliverables

2.4.1 Monthly Progress and Management Report(s). The Contractor shall provide monthly progress and management reports. The report is due by the 28th of every month and shall include the hours and cost charged against the contract per individual on the contract along with a discussion of specific work items accomplished during the reporting period and a forecast of work products for the coming month. Contractor format is acceptable.

2.4.2 Annual Summary Report. The contractor shall prepare an annual summary report. The report is due within 30 days after the annual anniversary date of the order or option award. Contractor format is acceptable.

2.4.3 Other Report(s). The contractor shall provide other reports and documentation as agreed to by the Government and Contractor. Contractor format is acceptable.

2.4.4 Presentation Material. The contractor shall provide presentation material as required by the ONR 313EW Program Officer/Manager.

3.0 Personnel Requirements

3.1 Personnel Qualifications

The Contractor shall provide qualified personnel to manage and execute all aspects of the statement of work. The following skill sets are anticipated to support the tasks.

3.1.1 All personnel must be thoroughly familiar and proficient in the use of commercial software packages such as Microsoft Word, Excel, Outlook and PowerPoint.

3.1.2 Senior Program Manager (or equivalent). A graduate degree from an accredited university and twelve (12) years management experience in an EW S&T discipline. The Senior Program Manager must possess the ability to develop and execute complex technical tasks, to apply analytical problem solving methodologies, to provide technical direction to support staff, to interface with Government and prime contractor personnel, to effectively allocate resources, be thoroughly familiar with all aspects of ONR's internal funds initiation, execution, and tracking program (INRIS/NAVRIS), and have experience with both the TPEW and TTCP. The candidate should have a thorough understanding of both Congressional and Department of Defense (DoD) accounting and budget systems and the DoD RDT&E structure and process. Highly desirable qualifications include: (a) broad expertise in all aspects of Navy and Marine Corp EW; (b) operational Navy EW experience; (c) expertise in Navy/Marine Corps acquisition and Program Management, (d) prior Navy EW S&T management experience; (e) familiarity with the Navy EW S&T program and the Navy acquisition process; (f) broad expertise in electronic attack and jamming techniques, electronic surveillance, EW modeling and simulation, and EW signal processing; and (g) a thorough knowledge of hostile threat systems. In addition, candidates must have a TOP SECRET clearance with access to Sensitive Compartmented Intelligence (SCI) at the SI/TK level.

3.1.3 Senior Engineer (or equivalent). A graduate degree from an accredited university with ten (10) years recent engineering experience or an undergraduate degree from an accredited university with at least fifteen (15) years recent engineering experience. The Senior Engineer must possess a thorough knowledge of a related S&T discipline and major Navy acquisition programs, have documented experience in the evaluation of proposed solutions in a specific or related technical area, be capable of leading teams of technical experts in the accomplishment of complex tasks, and have experience in test planning, execution, and analysis. Highly desirable qualifications: (a) broad expertise in all aspects of Navy and Marine Corp EW; (b) operational Navy or Marine Corps EW experience; (c) expertise in Navy/Marine Corps acquisition and Program Management, (d) prior experience with the Navy's Future Naval Capabilities program including the development, approval, and execution of Technology Transition agreements, (e) prior experience with the Navy EW S&T (6.2) program. In addition, candidates must have at least a SECRET clearance, although a TOP SECRET clearance with access to SCI at the SI/TK level is desirable.

3.1.4 Senior Systems Engineer (or equivalent). A graduate degree from an accredited university with ten (10) years recent engineering experience or an undergraduate degree from an accredited university with at least fifteen (15) years recent engineering experience. The Systems Engineer should possess a demonstrated ability to apply expert practices and procedures within the specified discipline, accomplish scientific and engineering analyses, provide professional findings of technical analyses in the form of reports and presentations, and execute complex technical tasks. Highly desirable qualifications include: (a) broad

expertise in all aspects of Navy and Marine Corps EW; (b) operational Navy or Marine Corps EW experience; (c) expertise in Navy/Marine Corps acquisition and Program Management, (d) prior experience with the Navy's Future Naval Capabilities program including the development, approval, and execution of Technology Transition agreements, (e) prior experience with the Navy EW S&T (6.2) program, (f) experience in signature management, signature reduction techniques, and signature testing. In addition, candidates should have at least a SECRET clearance, although a TOP SECRET clearance with access to SCI at the SI/TK level is desirable.

3.1.5 Systems Engineer (or equivalent). A Bachelors degree from an accredited university with at least five (5) years progressive experience in a related S&T discipline or program area. The Systems Engineer should possess a demonstrated ability to apply expert practices and procedures within the specified discipline, accomplish scientific and engineering analyses, provide professional findings of technical analyses in the form of reports and presentations, and execute complex technical tasks. Highly desirable qualifications: (a) broad expertise in all aspects of Navy and Marine Corps EW; (b) operational Navy or Marine Corps EW experience; (c) expertise in Navy/Marine Corps acquisition and Program Management, (d) prior experience with the Navy's Future Naval Capability program including the development, approval, and execution of Technology Transition Agreements, (e) prior experience with the Navy EW S&T Discovery and Invention (6.2) program. In addition, candidates should have at least a SECRET clearance, although a TOP SECRET clearance with access to SCI at the SI/TK level is desirable.

3.1.6 Administrative Assistant (or equivalent). Experience using Microsoft Office Suite (Word, Excel, PowerPoint) to develop documents, presentations, program plans, under the guidance of the rest of the team. Candidate must be able to effectively communicate orally and in writing.

3.2 Level of Effort

3.2.1 The level of effort has been estimated for the proposed contract. A two year base period and three (3) one year option periods have been defined.

3.2.2 Base Period. The base period of performance will be from date of award through twenty four (24) months thereafter. The level of effort anticipated for this period is approximately 12.4 man-years at an average rate of approximately 981 hours per month. A summary of the labor categories and the total anticipated annual hours for this effort is provided below.

Labor Category	Number Required	Hours Per Year
Program Manager	1	3,840
Senior Engineer	2	7,680
Senior Systems Engineer	2	7,680
Systems Engineer	1	3,840
Administrative Assistant	1	500
Total	6	23,540

Note: 1,920 hours is equivalent to one (1) man-year

3.2.3 Option Period(s). If exercised, the period of performance for each option period will be from the date of option exercise through twelve (12) months thereafter. The level of effort anticipated for each option period is approximately 6.2 man-years at an average rate

of approximately 981 hours per month. A summary of the labor categories and the total anticipated annual hours for each option year for this effort is provided below.

Labor Category	Number Required	Hours Per Year
Program Manager	1	1,920
Senior Engineer	2	3,840
Senior Systems Engineer	2	3,840
Systems Engineer	1	1,920
Administrative Assistant	1	250
Total	6	11,770

Note: 1,920 hours is equivalent to one (1) man-year

3.2.4 The above labor categories and hours are provided as the Government's best estimate of the work to be performed. The offeror may propose the same level of effort (hours and labor categories) or a different level of effort based on its own labor classification system and unique approach to satisfy the Government's requirement. While the Government will consider an alternate level of effort, it is the Government's preference to maximize the estimated labor hours devoted to the direct performance of the technical tasks. To the extent that the level of effort proposed is different than the Government's estimate, the offeror's technical proposal should clearly specify the hours and labor categories proposed for each task in the statement of work.

4.0 Order Details

4.1 Contract Type. The Navy anticipates awarding a cost plus fixed fee level of effort task order. The order will include a clause to allow the government the right to increase the level of effort by 30% in any given period.

4.2 Period of Performance. The period of performance for the base period shall be from the date of order through twenty four (24) months thereafter. If exercised, the period of performance for each option period shall be from the date of option exercise through twelve (12) months thereafter.

4.3 Other Direct Costs (ODCs). ODCs (including travel, supplies, etc.) will be reimbursed at cost plus G&A without profit or fee. Purchases of items (other than consumable materials or supplies) exceeding \$2,500.00 and all travel must be approved in advance by the Contracting Officer's Representative (COR). The total Travel/ODC amount is not to exceed \$35,000.00 per year unless specifically approved in advance by the COR. The NTE amount for ODCs (including travel, supplies, etc.) is \$35,000.00 and should be proposed and included as part of the cost total (without profit or fee) in every proposal submitted under this solicitation.

4.3.1 Travel and Per Diem. Travel will be required to support this Statement of Work. In accordance with the contract requirements, direct costs associated with the Contractor's travel, including per diem, shall not exceed the applicable rates found in the Federal Travel Regulation (FTR) and/or the Joint Travel Regulations (JTR). All travel arrangements under the Contractor's responsibility include: clearance requests, hotel accommodations, travel orders, and visa/passport requirements, unless otherwise stated by the Government sponsor.

4.3.2 Other Direct Costs (Other than Travel and Per Diem). ODCs may be required to fully support this task requirement. At this time, the specific items cannot be identified;

however, the ODC and Travel cost total cannot exceed the NTE amount stated in Section 4.3 above.

4.4 Place of Performance. Work will be performed at both Government and contractor facilities as required by the task. Approximately 25.00% of the work will be performed on-site in ONR spaces and 75.00% will be performed at the contractor's facilities.

4.5 Government Furnished Resources (GFR). The Government will provide information, material and forms unique to the Government for supporting the task. The Government furnished resources necessary to perform the statement of work should be identified and requested through the designated Contracting Officer Representative (COR).

4.5.1 Facilities, Supplies and Services. Services will be performed at both government facilities (ONR) and the contractor's place of business. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities. The availability of any required computer resources while working in Government facilities should be verified in advance with the designated Contracting Officer Representative (COR).

4.5.2 Information. All Government unique information related to this requirement necessary for Contractor performance will be made available to the Contractor. The Contracting Officer Representative (COR) will be the point of contact for identification of any required information to be supplied by the Government.

4.5.3 Documentation. All existing documentation relevant to this task's accomplishment will be made available to the Contractor at the beginning of the task. The Contractor will be required to prepare documentation in accordance with defined guidelines provided by the Government.

4.5.4 Equipment. With the exception to the basic facility items noted Subsection 4.5.1, and in accordance with the general guidance in FAR Part 45.102, Contractors are required to furnish all property necessary to perform on Government contracts or orders. PC's should not be proposed as a direct charge under this solicitation. For security purposes, computers may be required to be authorized and approved for use by ONR.

Contractors may be required to obtain one or more Navy Marine Corps Intranet (NMCI) seats to perform the Task Order statement of work. ONR currently plans to formally transition to NMCI on or about 1 OCT 2005. During the performance of the Order, if either party (Government or Contractor) identifies a requirement for the Contractor to obtain an NMCI seat to perform its duties, ONR officials will work with the Contractor to obtain an NMCI seat in a timely manner and, if necessary, will pursue a mutually satisfactory agreement in regards to any formal modifications or changes to the scope, structure or dollar values of the Order as a result of the emerging NMCI requirements. General information regarding NMCI can be obtained at: <http://www.nmci-eds.com/index.asp>.

4.6 Subcontracts/Consultants. Contractor may request, on a case-by-case basis, subcontract/consultant support for specific technical tasks.

4.7 Security Requirements.

a) Clearance Requirements. For all personnel, a minimum of a SECRET clearance is required. A TOP SECRET Clearance with access to Sensitive Compartmented Intelligence (SCI) data at the SI/TK level will be required for the Senior Program Manager and is highly

desirable for all other positions. Generation and storage of SCI data will not be required. During the performance of work under this effort, the Contractor may be required to have access to, and may be required to receive, generate, and store information classified to the level of SECRET. The Contractor facilities used in support of this contract must be granted SECRET facility clearances and have the capability to store material classified up to and including SECRET. A DD Form 254 will be required prior to access or production of any classified information. Additionally, the Contractor is required to safeguard the information labeled as proprietary.

b) Privacy Act. All Contractor personnel assigned to this task will have access to information that may be subject to the Privacy Act of 1974. The Contractor is required to ensure the proper safeguarding of such information to prevent unauthorized release.

c) Nondisclosure Agreement. In the course of its work, the selected Contractor will be required to execute a Nondisclosure Agreements (NDAs) as outlined in Section 5.2.1 of this solicitation.

4.8 Organizational Conflict of Interest

4.8.1 Safeguarding Information

The parties acknowledge that, during performance of the contract resulting from this Order solicitation, the Contractor may require access to certain proprietary and confidential information (whether in its original or derived form) submitted to or produced by the Government. Such information includes, but is not limited to, business practices, proposals, designs, mission or operation concepts, sketches, management policies, cost and operating expense, technical data and trade secrets, proposed Navy budgetary information, and acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The Contractor shall take appropriate steps not only to safeguard such information, but also to prevent disclosure of such information to any party other than the Government. The Contractor agrees to indoctrinate company personnel who will have access to or custody of the information concerning the nature of the confidential terms under which the Government received such information and shall stress that the information shall not be disclosed to any other party or to Contractor personnel who do not need to know the contents thereof for the performance of the contract. Contractor personnel shall also be informed that they shall not engage in any other action, venture, or employment wherein this information will be used for any purpose by any other party.

4.8.2 Organizational Restrictions

Support contractor's knowledge of competition sensitive information, described in paragraph above, may unfairly affect its competitive position in future ONR research solicitations. The Contractor understands that, during performance of the contract resulting from this Order solicitation and for a period of up to two years after the completion of its performance of the contract, the Contractor, any affiliate of the Contractor, any joint venture involving the Contractor, any entity into or with which the Contractor may merge or affiliate, or any other successor or assign of the Contractor may not be eligible to participate as a prime Contractor, subcontractor, consultant, joint venture, partner, or other agreements directly impacted by the ONR 313 EW research programs.

5.0 Proposal Requirements

5.1 Proposal Format: The Offeror's proposal must be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. Information for the technical portion shall be a separate and segregable document from the cost proposal. No cost information should be included in the technical section. The length of the technical proposal shall not exceed ten (10) pages, exclusive of resumes. There are no page limits on the number of resumes or the pages of the cost proposal. The proposal should be written and organized to be compatible with the Statement of Work, company's organization and accounting structure, and proposed cost.

(a) Technical Proposal: The technical proposal should include the following: The Offeror's understanding of and approach to the requirement, resumes of proposed personnel, and the amount of proposed hours for personnel. The Offeror should describe specifically how the work activities required to complete the tasks in the statement of work will be done. The Offeror should explain how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; whether and to what degree consultants and/or subcontractors will be utilized; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; how a surge capacity will be maintained to meet unanticipated requirements; and how administrative tasks such as travel, security and resource requests will be handled.

The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable.

The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources, publication/media materials and equipment where appropriate. The proposal should acknowledge that the Contractor will provide the appropriate IT/telecommunications equipment for the proposed personnel for this task order.

(b) Cost Proposal: The Offeror should submit a cost proposal that itemizes the following proposed costs (as applicable): direct labor (including each labor category with associated proposed hours and hourly rate), fringe benefits, labor overhead, consultants, subcontracts, subcontractor/consultant handling charges, G&A, cost of money, fixed fee and any other relevant cost categories. The Offeror should also include the estimated Travel and ODC amounts set forth in the "Other Direct Costs" section of the solicitation as part of its proposed costs. The base calculation and rates must be provided for all indirect cost items. Subcontract cost information containing the same type of details described above for the prime must be provided either with the proposal (it can be submitted in sealed envelope) or mailed separately before the solicitation due date and time.

If available and applicable, the Contractor should also provide its Defense Contract Audit Agency (DCAA) point of contact, including the Branch Office name, auditor name, phone number and e-mail address.

5.2 Other Required Documents: Offerors should be aware that, upon receiving an award, the following additional documentation will be required:

5.2.1 Non-Disclosure Agreement. Each employee of the successful Offeror will be required to sign a Non-Disclosure Agreement (NDA) prior to commencing work under this Order. The supervisor/manager of the proposed personnel will also be required to sign the

NDA on behalf of the Contractor. Attachment A is the NDA that shall be used at the commencement of this order.

5.3 Proposal Submission: The due date for receipt of proposals for this solicitation is no later than 2:00 PM (Local Time) on 02 September 2005. Proposals can be uploaded electronically via the "[Upload Proposals](#)" hyperlink, which is under the hyperlink for this solicitation on ONR's MATOC website. (Note: This site restricts the formats of uploaded documents to those in MS Word, MS Excel, or PDF.)

6.0 Evaluation Information

6.1 Evaluation Criteria. A Task Order will be awarded to the responsible offeror whose offer represents the best value to the Government. In order to determine which offeror represents the best overall value, offers for individual task orders will be evaluated on the following Technical and Price/Cost Factors:

Technical Factors

- (1) Proposed personnel
- (2) Management Plan and Technical Approach
- (3) Past performance on earlier tasks under this and similar contracts
 - (a) Quality of deliverables
 - (b) Cost control
- (4) Corporate Facilities

Price/Cost Factors

- (5) Cost

The Government will make a determination of the overall value of each proposal in terms of its potential to best satisfy the needs of the Government, considering both Technical and Cost Factors.

In regards to the stated Technical Factors, Technical Factor 1 is of the greatest weight; Technical Factors 2 through 3 are equally weighted. Technical Factor 4 is of less value than all other Technical Factors.

Although Cost is significantly less important than all of the Technical Factors combined, it will not be ignored. The degree of its importance will increase with the degree of equality of the Task Order proposals in relation to the other factors on which selection is to be based, or when the Cost is so significantly high as to diminish the value of the technical superiority to the Government.

In evaluating past performance on individual orders, the procedural requirements in FAR 42.15 are not mandatory. Past performance will be based on the Government's subjective evaluation of the Contractor's performance with previous orders, if any, under this contract and similar contracts.

6.2 Award. The Government will award a task order to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost and other factors considered. The anticipated award date of this order is on or before 17 October 2005.

7.0 Submission of Questions. Any questions regarding this solicitation must be provided in writing to the Point of Contact listed below. Acceptable forms of written question submission include fax and e-mail. Questions submitted less than 72 hours prior to the closing date for proposals may not be answered and the due date for submission of proposals may not be extended.

8.0 Solicitation Amendments. Any amendments to this solicitation will be posted along with the solicitation on the ONR website. It is the Offeror's responsibility to regularly check for any postings of solicitations, amendments, and questions and answers under this or any other MATOC Solicitation.

9.0 Point of Contact. The Point of Contact for this solicitation is Ms. Kristin Fuller, e-mail address fullerk@onr.navy.mil, and telephone number (703) 696-4591. The secondary point of contract is Mrs. Vera M. Carroll, e-mail address carrolv@onr.navy.mil, and telephone number (703) 696-2610.

Non-Disclosure Agreement Regarding Contractor Support for the Office of Naval Research

The undersigned individual, _____, agrees, both in his personal capacity and as an employee of _____ as follows:

BACKGROUND

1. The mission of the Office of Naval Research is to plan, foster, and encourage scientific research and technology development in recognition of their paramount importance in the maintenance of future naval power and the preservation of national security. ONR provides for the continuing technological superiority of U.S. naval forces, by providing the Department of the Navy (DoN) with mission-relevant, affordable new capabilities that create and exploit scientific breakthroughs, respond to fleet requirements, and support strategic U.S. industries. ONR requires contractor technical services and research support in order to meet these requirements. The services/support that may be provided to ONR by contractor personnel include but are not limited to the following:
 - i. Assist ONR personnel in overall technical program management support on matters and issues consistent with ONR sponsored development projects, including assisting in the evaluation of white papers, proposals, program/project planning, investment reviews, technology assessments, data analyses, conference and seminar activities, and financial issues.
 - ii. Provide support in the financial execution of ONR programs. Monitor availability and use of funds. Review financial documents and plans for impact on program objectives and requirements. Prepare internal financial notices, instructions, guidelines and reports. Conduct analyses and provide reports that identify, quantify and evaluate financial execution of accounts and accomplishment of program goals and milestones. Coordinate preparation and review of actual and projected funding estimates, justifications and strategies. Identify deficiencies, excesses, trends and imbalances to assure funds availability. Work with program personnel to expedite financial execution and ensure programmatic benchmarks are met.
 - iii. Draft analyses, presentations, notes, assessments, testimonies, speeches, and other materials on various technical/management topics, as requested, for use by ONR personnel with other internal ONR departments and externally with the Navy staff, Department of Defense, other federal and state agencies and the U.S. Congress.
 - iv. Provide assistance in the areas of information technology to include database design and maintenance, software development, graphics and reproduction, and other allowable materials and services.
 - v. Provide administrative and management support in the execution of ONR programs to include the preparation of official documents and files for execution by Government employees.
 - vi. Provide support on technical, programmatic and operational matters pertaining to the diverse array of technologies investigated and supported by ONR.
2. The undersigned individual is serving as contractor support for ONR. As such, he has and will continue to come into contact with proprietary technical and commercial information. He likewise will have access to sensitive internal information developed by or on behalf of the Government in connection with the accomplishment of ONR's mission.

AGREEMENT

1. The undersigned individual agrees that he will not disclose to any individual, company, or Government Representative¹ any information² relating to current or proposed Navy budgetary information, acquisition planning or acquisition actions, obtained either directly or indirectly as a result of the effort performed on behalf of ONR. The undersigned individual agrees that he will promptly notify the ONR Office of Counsel of any attempt by an individual (including any contractor personnel), company or Government Representative to gain unauthorized access to such information, and of any disclosure of such information to unauthorized parties. Such notification shall include the name and organization, if available, of the individual, company or Government Representative seeking access to such information.
2. The undersigned and his employer acknowledge that the owner of any proprietary information improperly disclosed stands as an intended third-party beneficiary of this non-disclosure agreement. In the event of an unauthorized disclosure of proprietary information, the owner of the information may seek legal recovery under this non-disclosure agreement, even though the information owner is not a formal party to the agreement.

FOR THESE REASONS the undersigned individual agrees on his own behalf, and his employer likewise concurs, to protect, respect and not disclose the proprietary information and Government mission- and procurement-sensitive information that may come to their attention as part of the contract assistance provided to ONR.

Employee Signature _____

Printed Name _____

Date _____

Concurrence by the employer:

Supervisor/Manager Signature _____

Printed Name _____

Date _____

¹ Government Representative is defined as any Government employee, either military or civilian, not assigned to the activity or program office for which the effort is being performed.

² This information includes, but is not limited to, contractor proposals, proprietary data and commercial information, reports and other information in the Government's possession, including information contained in contracts/grants/agreements and associated records and files